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CIA-RDP70-00211R000200190003-5

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Records Center

6 February 1958

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MEMORANDUM FOR: Commanding Officer /

SUBJECT : Progress Report for Month of January 1958

1. Attached is the Records Center monthly statistical report for the month of January 1958.

2. The following summarizes the activity of the Branches during the month:

Accessioning

a. Tangible

- (1) Logistics Office was contacted six different occasions to furnish transportation of records to the Center.
- (2) Received 1,025 cubic feet of material to be processed and stored.
- (3) Furnished 249 assembled containers to prospective customers.
- (4) Processed 2,326 copies of returned NIS reports from JCS.
- (5) Received 24 cubic feet of FDD reports from the Cooperation.

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b. Intangible

- (1) The Chief, Accessioning Branch escorted the shipment of records to the Center from the Headquarters area. While picking up the records from Printing and Reproduction, Mr. [REDACTED] inquired into the possibilities of PRD sending our material, when possible, through the courier service. By eliminating the delay in receiving the material, the Center could give better service to its customers.

Reference

a. Tangible

- (1) Furnished 4,892 documents and reports to requestors and reproduced 372 pages of information reports.

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a. Tangible - Continued

- (2) Continuing with the inventorying of Medical folders. 65 per cent completed.
- (3) Job numbers containing archival material are being flagged and a suspense is being maintained to insure the return of this material when sent out on loan.

Disposal

a. Tangible

- (1) There ^{was} 241 cubic feet of material destroyed and 80 cubic feet transferred to Headquarters.
- (2) Material in the disposal area has reached a volume of 219 cubic feet.
- (3) The Disposal Branch is in the process of identifying all the records in the Center. The groups of records will either be incorporated with the Records Control Schedule or a records list will be prepared.

~~disposal~~

[Redacted Signature]

Chief, Records Center Division

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Attachment.

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